

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

March 20, 2006

CALL TO PODIUM:

Fred Felton, Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton, Assistant City Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Awarding a Matching Grant to Amberfield Homeowners Association (\$2,500)

SUPPORTING BACKGROUND:

As you are aware, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for HOA's, COA's, and other community groups to improve the appearance or safety of their neighborhoods as well as use for community events, and professional consultants.

At this point, staff is recommending a grant in the amount of \$2,500 be awarded to Amberfield Homeowners Association. As you may recall, this community was awarded half of their FY'06 grant funds in December leaving a balance of \$2,500. The HOA would like to use the grant funds to plant new landscaping throughout the community. I have enclosed a copy of the original grant application for your review.

If the Council approves this grant, the community will receive a letter awarding the grant and authorizing them to proceed with the project. No City funds will be released until receipts are submitted and the work has been inspected.

DESIRED OUTCOME:

Adopt resolution.

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AWARDING
A MATCHING GRANT TO AMBERFIELD HOMEOWNERS ASSOCIATION

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

WHEREAS, the Mayor and City Council have determined that the project outlined below is worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grant upon determining that the project is completed as proposed, in the total amount of Two Thousand Five Hundred Dollars (\$2,500); said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Amberfield HOA	Landscaping	\$2,500.00

AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the project outlined above.

ADOPTED by the City Council of Gaithersburg this 20th day of March, 2006.

SIDNEY A. KATZ, Mayor
and President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in a public meeting assembled on the 20th day of March, 2006.

David B. Humpton, City Manager

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Frederick J. Felton Date of City Council Meeting: March 20, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds X _____ Negotiate/
Execute a Contract _____

BID INFORMATION:

Advertisement Date N/A
Newspaper(s) N/A
Bids Opened/Tabulated (date) N/A

DESCRIPTION OF ITEM(S):

CONTRACTED/PURCHASE FROM:

Amberfield Homeowners Association (\$2,500)
C/O Abaris Realty, Inc.
12009 Nebel Street
Rockville, Maryland 20852

CONTRACT/PURCHASE AMOUNT:

\$2,500.00

Check One: In the Amount of _____ Not to Exceed X _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget X _____

Account Number: CIP 99-6 (#087)

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ✓ Not available _____

Frederick J. Felton 3/16/06
Finance Dept. Date

**Abaris Realty, Inc.**

12009 Nebel Street, Rockville, MD 20852

301-468-8919 • Fax: 301-468-0983

Web Site: www.abarisrealty.com

March 6, 2006

MAR - 8 2006

City of Gaithersburg
Attn: Sarah Paxton
VIA FAX (301) 948-6149

Re: Amberfield HOA

Dear Sarah:

Enclosed please find a completed matching grant application for Amberfield HOA. Also attached is a copy of the 2 proposals from Facility Service Company, the HOA's landscape contractor, for the proposed enhancement/beautification projects. The proposals outline the projects for which the matching grant funds will be used. As you may recall, last Fall, the HOA was approved for some matching grant funds however, they are still eligible for additional grant funds in this fiscal year so as to maximize the \$5000. Thus, the enclosed application requests the remaining matching grant funds from the City for which the HOA is still eligible to receive this year. Can you please expedite processing of the application since the HOA would like to implement the landscape enhancements in early spring? Thank you for your usual prompt assistance in this matter. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Shireen Arifbush'.

Shireen Arifbush, PCAM
Property Manager

CC: Board of Directors



QUOTATION
Facility Service Company, Inc.
14607 Rothgeb Drive
Rockville, Maryland 20850
(301) 340-2665
fax: (301) 424-4844

Date: February 10, 2006

Quotation #: Q 060210.001

Attn: Shireen Ambush
Abaris Realty

12009 Nebel Street

Rockville, MD 20852

phone: (301) 468-8919

fax: (301) 468-0983

Project: Amberfield

Scope of Work: Landscape Improvements

1st Bus Stop On Suffield Drive

Install flagstone area, 6'x8', and flagstone path to
existing bus stop, 3'x27', in order to accommodate
ingress & egress. Stones to be 3'x2'x2" thick,
set in bed of stonedust.

\$1,540.00

Lazyhollow - Large Center Island

- Create large bed, amend soil.
- Install 60 Painted Fern
- Install 30 Hosta

\$1,350.00

TOTAL FOR THIS ENTIRE QUOTATION.....\$2,890.00


NOTE: This quotation is valid for thirty days from date of issue.

Accepted by:

Contracting Officer

Date

Proposed by:


Wendy Andalla, President
Facility Service Company, Inc.

QUOTATION
Facility Service Company, Inc.

14607 Rothgeb Drive
Rockville, Maryland 20850
(301) 340-2665

fax: (301) 424-4844

Date: February 27, 2006

Quotation #: Q 060227.003

Attn: Shireen Ambush
Abaris Realty
12009 Nebel Street
Rockville, MD 20852
phone: (301) 468-8919
fax: (301) 468-0983

Project: **Amberfield**
Scope of Work: Landscape Improvements

1st Bus Stop On Suffield Along New Walkway

Remove thin patch of turf.

Underplant with 9 Repandens Yews, 18-24", \$81.00 each.

\$ 729.00

Fill in back of wall with 1 Repandens Yew, 24-30".

\$ 100.00

Install 5 Crimson Pygmy Inkberry, 3 gal., \$40.00 each.

\$ 200.00

Hill On Muddy Branch

Create a scalloped bed to encompass worst turf area,
56'x8'.

Underplant 2 Pear Trees with 175 Shore Juniper,
1 gal.

.....\$3,840.00

TOTAL FOR THIS ENTIRE QUOTATION.....\$4,869.00


NOTE: This quotation is valid for thirty days from date of issue.

Accepted by:

Contracting Officer

Date

Proposed by:



Wendy Andalla, President
Facility Service Company, Inc.

**NEIGHBORHOOD MATCHING GRANT APPLICATION**

****Please note:** Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events.

I. Applicant Information:

Applicant's Name Shireen Ambush, Abaris Realty
Applicant's Address 12009 Nebel Street
Rockville, MD 20852
Applicant's Telephone Number (301) 418-8919
Name of Neighborhood Amberfield HOA Number of Homes 394
Date application submitted: 3-6-06

Does the Neighborhood have an HIOA, COA or Citizens Association?
☒ Yes ☐ No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate): _____

see attached proposal

Please describe the need for the project and the benefit to the community: _____

major landscape enhancements
throughout the community.



Has this proposed project been discussed at a meeting that was open to all residents?
☒ Yes ☐ No

When would you like to start the project? immediately

III. Financial Information

What is the estimated cost of the project?

\$7,759

\$2,500 allowed

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?

HOA funds

Shireen Ambush

Applicant's Printed Name

Shireen Ambush

Applicant's Signature

3-6-06

Date

*Applied for grant in '06 received \$2,500 PO# 90610605-00
Remaining funds equal 2,500.
Sp 3/13/06*

FOR OFFICE USE ONLY:

Date received: _____

Date reviewed by staff: _____

Staff comments: _____